

MINUTES OF MEETING
BARTRAM SPRINGS
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Bartram Springs Community Development District was held Monday, September 12, 2022 at 8:30 a.m. at the Bartram Springs Club Amenity Center, 14530 Cherry Lake Drive, Jacksonville, Florida.

Present and constituting a quorum were:

Kevin Colcord	Chairman
Andrew Walden	Vice Chairman
James Chipman	Supervisor
Stephanie McKinney	Supervisor
Derri Lassiter Young	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel by telephone
George Katsaras	District Engineer by telephone
Sue O'Lear	Bartram Club General Manager
Winslow Wheeler	Operations Manager
Dan Fagen	Vesta/Amenity Services Group
Several Residents	

The following is a summary of the discussions and actions taken at the September 12, 2022 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 8:30 a.m. and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the August 8, 2022 Meeting

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On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the minutes of the August 8, 2022 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Consideration of Exterior Paint Colors for Amenity Center

Ms. O’Lear stated Stephanie, Winslow and I went to see a specialist who looks at the existing colors of the amenity center and the homes in the neighborhood, style of the architecture and came up with three selections, two in the taupe family and one in the gray/beige and repainting with the existing color. We had resident input and between options 2 and 3, 3 garnered the most votes, 2 garnered a lot of discussion on how it seems to coordinate well with the existing stone.

Ms. McKinney joined the meeting during this item.

The board discussed all the color choices and took the following action.

On MOTION by Mr. Colcord seconded by Mr. Walden with four in favor and Ms. McKinney opposed, the exterior paint colors for the amenity center will remain the existing color.

FIFTH ORDER OF BUSINESS

Consideration of Violations of Amenity Center Policies (facility rentals)

Mr. Oliver stated we have three issues we are working through right now that are still in the investigation stage. We can talk about these incidents today, but it is important that we send a letter to these particular residents who allegedly violated policies so they have the right to participate in the process and address the board. Is anyone here to address the board? Sue will address the board and then the resident will have the opportunity to address the board.

Ms. O’Lear stated this is a matter the board considered a couple months ago. We discussed a couple issues at that time, one was having a rental in the social hall and providing alcohol without the appropriate bartender or insurance; additionally, we had it on the pool deck not making the rental available that day and the intent to bring in guests from outside the guest or rental policy. We voted suspension from renting and suspension from amenity use.

A resident stated we held 15-20 events here in the last six years and served some beer. I didn’t read the policy and that is 100% on us, we did serve alcohol but didn’t have any issues. What caused a little issue and we were going to let it go until it was brought to our attention was the fact that we had rented this patio as well and we had guests that were not part of our group

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coming in and congregating and some brought food. We told the young man who was here that he was a little timid in his approach. I understand he is younger and has adults that are not listening, so we let it go, but we did bring it to Sue's attention. There was a conversation between my wife and her in which my wife used profanity, it was contentious and I talked to Sue and I thought we had moved on. My wife sent out an invitation for my daughter's birthday that fell on Memorial Day weekend, the previous four years then we found out there was a policy passed we were not aware of about holiday weekends. We scrambled and got eight of our friends in the neighborhood to provide guest passes, also had two of the ten lived in the neighborhood so a pass wasn't needed. When they showed up they were told they had to stay with the guests the entire time. It created a contentious situation, staff was frustrated, we were frustrated. We elected to move the party to the ballfield where the main issue came in that we didn't understand that four persons were told they had to be there the entire time. We made arrangements for them to come up. People showed up after and were told we didn't follow the rules. I have a 23-year old who hasn't lived in my house for four years and he said something to Sue he shouldn't have said and I dealt with it in my own way. The only person affected by this suspension is my seven-year old daughter. We don't use the amenity center other than bringing her up here.

Mr. Colcord stated I appreciate your honesty, but my biggest thing is cussing at staff. We have a lot of young people on staff. We can address the patio situation internally to make sure that is reserved for this room. The guest pass policy, we revised our policy after this situation, the intent is not to collect guest passes from your neighbors to bring in for your party because it is not fair to residents on a weekend who are trying to use the facilities.

After discussion, the board took the following action.

On MOTION by Mr. Colcord seconded by Mr. Walden with three in favor and Ms. Young and Ms. McKinney opposed, loss of amenity privileges was reduced to the time served and the six-month rental prohibition will remain in place.

SIXTH ORDER OF BUSINESS

Consideration of Agreement with Vesta for Fiscal Year 2023 Staffing and Services

Mr. Oliver stated you approved the Vesta cost proposal that was presented at the August meeting. District counsel has put this in the form of agreement, with suitable indemnification language and other requirements. Several of these costs are flat fees for staffing. I want everyone

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to understand so that we can appropriately manage the contract, which of these line items are full-time employees, and how many full-time employees are on staff. For instance, the line item for janitorial, that is a service not an employee, correct?

Mr. Fagen stated correct.

Mr. Oliver stated pool maintenance is a service, there is not a specific person that is here to do pool maintenance on an hourly basis.

Mr. Fagen stated correct. That is a service we provide, typically, it is an individual, but it is all through Vesta.

Mr. Oliver stated facility maintenance, that represents a full-time person.

Mr. Fagen stated correct.

Mr. Oliver asked who is that person?

Mr. Fagen stated a combination, Larry is the lead maintenance guy and we have Matt and Patrick.

Mr. Oliver so Larry is 40-hours a week and is full-time. The other people work within those line items for janitorial or pool maintenance. I'm trying to untangle it so that we all understand it.

Mr. Fagen stated correct.

Mr. Colcord stated something I want to make sure of is we have Larry for facility maintenance. We are not paying Larry to do pool maintenance and facility maintenance and we are paying both line items because I do see Larry doing a lot of pool maintenance. We are paying you for pool maintenance and we are paying you for facility maintenance, but in a lot of cases they are using the same guy to do both. That is a blurry line we need to address and make sure if we are paying \$46,209 for pool maintenance, we actually have a pool maintenance person and not Larry double dipping and doing both.

Mr. Walden stated Larry has a scope and he has to make sure he stays within his scope.

Mr. Oliver stated lifeguards is not a full-time position, that is hourly and the the roster of lifeguards changes. I understand that. Gym monitor the same thing. Field operations that would represent Winslow as full-time. For the facility management line item, how many full-time and part-time positions are included in that line item?

Ms. O'Lear stated two full-time that is me and Stephanie.

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Mr. Fagen stated management then facility attendants are also part of that. We have one full-time and the rest are part time. Sue, the program coordinator, one full-time facility attendant and the rest are part-time.

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the agreement with Vesta for fiscal year 2023 staffing and services was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney – Comcast Revenue Sharing

Mr. Haber stated the agreement that the CDD had with Comcast specified that Comcast was obligated to make payments to the CDD with increasing percentages based on the percentage penetration that Comcast had around the neighborhood for both internet and Cable TV. There was a change in the law that prohibited those types of escalating clauses in an agreement, so Comcast sent a letter which advised the district of this change in the law and proposed an amendment to the agreement that instead of having escalating amounts based on the percentage penetration, the district would just have a fixed percentage without any change. Specifically, the percentages were 2% for TV service and 3% for internet regardless of the percentage of penetration. In looking at the present agreements and historical data of what has been paid in the past and speaking with Jim, we feel that the proposed amendment puts the district in approximately the same if not a better position than the district is presently in. One of the factors we considered is this district is fully built out so it is not like there are going to be more homes that would increase the percentage that Comcast is in the community and you hear more and more about homes that are dropping Cable opposed to picking up Cable. There are also amounts that if you go below a certain percentage that any payment may go away and if you have it fixed then regardless of how low the percentage penetration becomes there will also be an obligation to pay an amount to the CDD. It is a business decision for the board, but we felt like the request for the amendment and the amended provision was reasonable.

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the amendment to the Comcast cost share agreement was approved.

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NINTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet as of July 31, 2022 and Statement of Revenues and Expenses for the Period Ending July 31, 2022

A copy of the financials was included in the agenda package.

B. Assessment Receipt Schedule

A copy of the assessment receipt schedule was included in the agenda package. The District is fully collected for FY22.

C. Approval of Check Register

On MOTION by Mr. Colcord seconded by Mr. Walden with all in favor the check register was approved.

TENTH ORDER OF BUSINESS

Action Items for Follow-Up

Mr. Oliver stated I will prepare my meeting notes and send them to the board and staff.

ELEVENTH ORDER OF BUSINESS

Next Scheduled Meeting – October 10, 2022 at 6:00 p.m. @ Bartram Springs Amenity Center

Mr. Oliver stated the next meeting is scheduled for October 10, 2022 at 6:00 p.m. in the same location.

On MOTION by Mr. Walden seconded by Mr. Colcord with all in favor the meeting adjourned at 10:20 a.m.

DocuSigned by:

Jim Oliver

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Secretary/Assistant Secretary

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Chairman/Vice Chairman